
Auburn University Job Description

Job Title: **Learning Specialist Ath**

Job Family: No Family

Job Code: **BB39**

Grade AT05 \$39,500 - \$63,200

FLSA status: Exempt

Job Summary

Develops and implements integrated plans comprised of programs and services designed to provide structured assistance to academically at-risk student-athletes. Responsible for providing and overseeing proactive, sustained, individualized support to enhance student success and develop independent and self-motivated learners in an effort to support the mission and goals of Student-Athlete Support Services (SASS).

Essential Functions

1. Develops and implements data driven programs and services designed to meet the unique needs of at-risk student-athletes to increase retention and graduation. This includes development of individual learning plans and incorporating the efforts of Mentors and Tutors following industry best practices as well as the development of innovative strategies.
2. Oversees, develops, implements, and assesses programmatic and training initiatives and serves as a resource to SASS staff including Academic Counselors, Mentors, and Tutors in order to ensure service providers are equipped with the skills and techniques required to best serve at-risk student-athletes.
3. Serves as a liaison between SASS and the Office of Accessibility as well as the external screening and diagnostic service providing additional assessment of at-risk student-athletes. This includes advocating for students when needed in regards to the process beginning with an intake and initial assessments through diagnosis and utilization of accommodations.
4. Designs and oversees a comprehensive summer bridge program that begins to acclimate students to the rigor of college while also strategically providing needed remediation in the areas of math, reading, and writing.
5. Develops and teaches workshops to targeted student-athletes focused on decision-making, time management, organization, self-advocacy, reading, math, study skills, and goal-setting.
6. Coordinates and facilitates initial screening, assessment, and diagnostics testing of student-athletes and makes referrals for additional testing by an external entity as needed. Additionally, consults and collaborates with Clinical Psychologists and other professionals with regard to interpretation and utilization of data as it pertains to students diagnosed with disabilities or experiencing academic challenges.
7. Works one-on-one with at-risk student-athletes employing specific individualized learning strategies to enhance academic skill development.
8. Maintains confidential records and historical data.
9. Ensures goals and objectives are met with strict adherence to NCAA, SEC, and Auburn University policies and procedures.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Master's Degree	Master's Degree in Education, Counseling, Special Education or other degree relevant to position.
Experience (yrs.)	3	<p>Experience in providing individual tutoring support, study skills assistance, time management strategies or other learning support instruction to students.</p> <p>Experience working with students experiencing academic challenges for any reason, including but not limited to, a lack of academic preparation, skills, motivation, or a diagnosed learning disability.</p> <p>Specific emphasis on working with student-athletes in a collegiate academic setting preferred.</p>

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of concepts, practices, and procedures regarding learning strategies; ability to interpret a range of assessment tools; knowledge of NCAA and SEC rules and regulations regarding student-athletes.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

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Date: 2/19/2018

